

## **EoM make sure the date is correct**

End of Month that is not a Thursday

Open Stock take

Open Non saleable

Enter inventory

Save

Print

Normally you do not commit EoM just save, UNLESS it falls on a Thursday then You will commit it.

All the reports are on the Thursday checklist you have already and on the regular report sheet that Scott sends.

The only difference on end of month is they need the inventory on the excel spreadsheet.

## **Inventory & Non Saleables on Thursdays**

AFTER you end day

Saleables will be on the right day. Enter and commit.

Non - Saleables will need to select them in the Drop Down. **Click change & change the Date**

**Fri to Thurs**

## **Stock Audit Report**

Report of all the refunds for the week.

Select periodic reports. "Refund report" date Fri to Thur.

Managers should be checking this report after each cashier cashup.

"Stock audit report" is your weekly waste.